

Rules of Behavior

Purpose: This form is intended to identify responsibilities of Bureau of Land Management (BLM) volunteers, supervisors and Bureau of Reclamation's (BOR) Emergency Operations Center (EOC) involved in deploying employees for disaster rescue and recovery. The term "Volunteer" in this situation means a BLM employee in pay status.

Overall Responsibilities: Deployed persons are responsible for conducting themselves in a professional manner at all times. Supervisors are responsible for ensuring that employees they recommend for disaster recovery are, to the best of the supervisor's knowledge, able to perform the essential functions of the position to which the employee would be assigned. The BOR EOC is responsible for coordinating and recommending volunteers to the Emergency Support Function #3 (ESF #3) Coordination Center.

Appropriate Behavior:

- All Volunteers are responsible for conducting themselves in a professional manner at all times (on and off duty).
- While working in and around private property, recognize and respect all private property.

Inappropriate behavior (not inclusive):

- Inappropriate behavior is all forms of harassment including sexual, racial, physical, or verbal.
- Harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Examples of intimidating, hostile, or offensive conduct include:
 - Telling off color jokes
 - Discussing sexual activities
 - Using demeaning or inappropriate terms
 - Using crude and offensive language
- Use of unlawful drugs
- Use of alcohol is not permitted on duty
- Misuse of government time, equipment, and information

Employee Responsibilities:

- Don't let the offensive behavior continue
- Tell the offender specifically what you find offensive, if comfortable in doing so
- Report inappropriate behavior to your Group Manager, Supervisor, or Team Leader

Supervisor Responsibilities:

- Deploy employees who are, to the best of the supervisor's knowledge, able to perform the essential functions of the position to which the employee would be assigned.
- Have had Human Resources review personnel file for compliance of ethics, records management, and Information Technology Security training completion and performance acceptance.
- Have had Procurement Analyst concur with acceptable use of Government Charge Card with no outstanding issues involving employee's negligence.
- If notified of inappropriate behavior, report incident to BOR EOC Incident Commander.

I have read and I understand the above Rules of Behavior

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date